



# Amesbury

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Job Description

6/29/2021

## **Office 365 and SharePoint Administrator.**

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's Office 365 and SharePoint Administrator.

**HOURS OF WORK:** 35 hrs./ week, Monday through Friday 8am-4pm

**CLASSIFICATION:** Full Time, Non Exempt, Non-Union

**COMPENSATION:** \$34.62-37.36/hour

**POSITION PURPOSE:** The City's Office 365 and SharePoint Administrator will manage and ensure availability of Office 365, SharePoint and Teams systems for City and school employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for integrating to Office 365 Azure Active Directory, Exchange, SharePoint, Teams.
- Interface directly with the end users, project team and third parties to provide support.
- Extensive knowledge of Microsoft O365 including configuration and migration.
- Use Helpdesk app to track and prioritize support cases.
- Escalate support calls to Microsoft as needed.
- Work closely with departments on creating SharePoint sites, training users when necessary.
- Reset passwords and restore deleted data.
- Monitor service health.
- Manage SharePoint site collections and global SharePoint settings.
- Manage all Teams org-wide settings, including federation, Teams upgrade, and Teams client settings.
- Other duties as assigned by IT Director

**SUPERVISION:** Director of Information Technology

### **REQUIRED SKILLS AND QUALITIES:**

- Two years' experience with Office 365
- Excellent written and verbal communication skills
- Focused attention to detail, execution of tasks, and follow-up
- Bachelor's degree or equivalent work experience
- Access to a vehicle as needed for travel to and from sites
- Proficiency in MS Office software, Windows 7/10 Pro. macOS experience
- Extensive knowledge of Microsoft O365 including configuration and migration.

### **DESIRED QUALITIES AND QUALIFICATIONS:**

- Experience of migrating from on premises Exchange to Microsoft O365.
- Must be flexible and willing to take initiative
- Outstanding interpersonal skills and the ability to work independently and in a team setting

- Focused attention to detail, execution of tasks, and follow-up
- Ability to maintain multiple priorities and seek assistance when projects may compete
- Ability to work in a team atmosphere
- Desire to learn new technologies

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

To apply, please email a cover letter and resume to:

Heather Worrall, Human Resource Coordinator, City of Amesbury

worrallh@amesburyma.gov

To remain posted until filled. Priority will be given to applications received by **07/20/2021**

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